

Newberg Cultural District Parking Evaluation

Event date(s): _____

Time of event(s): _____

Date(s) of event: _____

Set up time(s): _____

Step 1. Location of Event:

OFF STREET: ___ Cultural Center Forecourt

___ Carnegie Court

STREET CLOSURES:

Sheridan St. ___ East end closed (-14 parking spaces)
 ___ West end closed (-13 parking spaces)

Howard St. ___ North end closed (-10 parking spaces)
 ___ South end closed (-5 parking spaces)

INSIDE : ___ Chehalem Cultural Center

___ Newberg Public Library

Step 2. Size of Event:

Please estimate the number of anticipated attendees/cars that you expect.

Provide an hourly estimate if your event has people coming and going throughout the time, like the Farmer's Market, or provide total attendance if it is a single time event, like Tunes on Tuesday.

For example:

Farmer's Market 12 noon 20 people
 1 pm 50 people
 2 pm 50 people

Tunes on Tuesday 1,000 people

Max 800 expected at any give time.

Step 3. Total spaces needed, either per hour or for the entire event:

Take the largest number you indicated at Step 3 and divide by 3.25.

_____ attendees divided by 3.25 = _____ spaces needed

Step 4. Spaces Available Calculation:

184 Cultural District off street and boundary street parking
*(Cultural Center Lot (53 spaces), Water Wise Lot (28 spaces), Library/Howard Street (15 spaces),
 Sheridan Street (27 spaces) Boundary streets inside and on the perimeter of the District (31 spaces)
 GRAVEL LOT (30)*

-37 minus any street parking removed with closure of Howard/Sheridan St. from Step 1.

-17 minus total spaces normally used by Cultural Center and Library (Light use during event)
 Library (7) CCC (10)

130 TOTAL CULTURAL DISTRICT PARKING SPACES AVAILABLE

-247 minus total spaces needed from Step 3.

= -117 *If this is a **POSITIVE** number, a parking action plan isn't needed, however the NCD Executive Board reserves the right to require a plan.*

*If this is a **NEGATIVE** number, a Parking Action Plan is required to encourage parking outside the residential neighborhood surrounding the Cultural District.*

Proceed to Page 2

The Parking Action Plan requires signage to be placed on surrounding streets, as well as parking monitors. Signage is available from the Cultural Center. For a charge of \$50 per event it can be placed for you. If it is not placed appropriately, your next event may require the \$50 charge.

Parking Monitors: Parking Monitors will be needed these locations at the beginning of events:

Parking monitors need to set up signs by 4 pm of the event and walk the neighborhood and perimeter during the event to monitor the parking situation. Monitors may need to be at College and Sheridan and Sherman Streets to encourage parking on the Hancock Street locations.

Additional parking

Encourage/Require volunteers and staff to park in areas outside the Cultural District or the unimproved gravel lot to the west of the Cultural Center, BUT NOT ON THE RESIDENTIAL STREETS surrounding the District.

All Events requiring additional parking require the following signage to be placed:

Signs going south on College at North, Franklin, Sherman and Sheridan Streets saying EVENT PARKING with arrows sending cars to Hancock.

At the corner of College and Hancock, a parking sign (right turn arrow).

At the corner of Howard and Hancock, a parking sign (straight arrow)

At the corner of Hancock and Blaine, a parking sign (right arrow)

90 spaces at private lots on Hancock (ONLY available after 5 pm or weekends)

Signs posted at entrances to, Wells Fargo, Newberg Graphic, First American Title, Oregon Community Credit Union, The Kelly Group (77 for all), Chehalem Valley Chamber of Commerce (13), with arrows pointing into those lots.

42 spaces in commercial areas of Howard, School, First

Sign at Howard and Hancock (left turn arrow) to send additional people to street parking downtown.

93 spaces at the 2nd Street Parking Lot

At Hancock on both sides, parking signs at College (straight arrow) School (straight arrow) and Howard (left turn arrow); At Howard and First, going south, a straight arrow sign; At First and Howard going east, a right turn arrow sign; At Howard and Second, a left turn arrow

Additional space from above _____ Please circle above which option(s) you are using

Subtract number of additional spaces needed: _____ from Step 4

_____ SPACES

*If this is a **POSITIVE** number, you may not need any additional parking solutions, however the NCD Executive Board reserves the right to require further action.*

*If this is a **NEGATIVE** number, you may need additional parking solutions that are available at George Fox University and Jaquith Park. They will require additional signage and information regarding how you will get people from 7 to 15 blocks away (shuttle?). **Please consult with the NCD regarding those requirements.***

A refundable deposit may be charged. If you/your organization fails to work with the Cultural District Executive Board or its designee to implement the Parking Action Plan, the deposit will be forfeited and you could be banned from using the Cultural District facilities. The Cultural District Executive Board or its designee will monitor actual parking usage when a Parking Action Plan is active to ensure that it is properly implemented and to improve future Parking Action Plans.

I agree to this Parking Action Plan and will implement it for my event at the Newberg Cultural District

Signature of Organizer: _____ Date: _____

NARRATIVE (please describe your event):